



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

*To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov)*

Associate Personnel Analyst (5142) (\$4400-\$5348)  
Full-Time, Permanent 573-280-5142-807  
Or Will Consider  
Staff Services Analyst (5157) (\$2817-\$4446)  
Human Resources  
Final File Date: April 10, 2009  
(Includes a compensation benefits package)

**Training and Development may be considered.**

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Description:

Under the general direction of the Staff Services Manager I, works independently to provide analysis and program direction to the Veterans Home of California-Yountville in all areas associated with State Civil Service and the State's Personnel Management Program. Incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility and independence in performing a heavy workload with a strong commitment to customer service.

- Handle all aspects of recruitment, selection and retention of employees for various programs within the Veterans Home of California – Yountville. Assists with exams by formulation questions and suggesting format of an exam. Acts as Chairperson on exams as needed. Conduct classification and pay studies and resolve C&P issues by recruitment and retention differential, HAMS, specification revisions, State Personnel Board Items, Certification Action Requests, out-of-class pay, Red Circle and other means of resolution.
- Investigates requests for adverse action and prepare disciplinary action documents if warranted. Assist legal office with preparation of cases for State Personnel Board hearings. Review draft adverse actions as needed.
- Research, analyze and prepare formal memoranda proposals and reports related to all areas of personnel management to department staff, executive management, control agencies, other state departments and various outside organizations. Render an interpretation/decision and/or revise/establish departmental policy regarding the full range of personnel actions in accordance with regulations, contracts, allocation standards, specification's, and other personnel policy guidelines.
- Counsel employees and management on various personnel issues, (i.e., progressive discipline, upward mobility, exams etc.). Assist with Human Resources Training.
- Other duties as related.
- This position requires working Monday through Friday 8:00 am to 4:30 pm.

Desirable qualifications:

Strong communication and customer service skills  
Good work ethic  
Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the [www.spb.ca.gov](http://www.spb.ca.gov) website for benefit package information

Who may apply: Applications will be accepted from individuals with current permanent State Service in the class of Staff Services Analyst/Associate Personnel Analyst or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA or LEAP lists. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made. Applications will be subject to screening and only the most qualified will be interviewed.

To Apply: Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), include position number in title for which you are applying and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release date: March 27, 2009